

To make your initial investment purchase, you are required to submit supporting documents with your Investment Authorization form. Below is a list of common investment assets and their required documents. For assets not listed below, please call us at 845-947-1000.

Please ensure that all paperwork is completed correctly prior to submitting to Madison Trust and that all required paperwork is submitted together with the Investment Authorization form.

**Important:** Investments must be registered/titled "Madison Trust Company, Custodian FBO [Accountholder's name] [MTC Account #]" (Tax ID: 46-4377943)

### IRA LLC

- Operating Agreement
- EIN Confirmation
- Articles of Organization or Certificate of Formation

### PRECIOUS METALS

- Invoice/purchase contract/order form from precious metals dealer under the name of "Madison Trust Company, Custodian FBO [Accountholder's name] [MTC Account #]"  
*You are responsible for finding a precious metals dealer to obtain an invoice, purchase contract or order form to be submitted with our Investment Authorization form. All precious metals are to be shipped to and stored in Delaware Depository Services Company's storage facility. For a list of precious metals allowed in an IRA, please see the "Precious Metals List."*

### PRIVATE PLACEMENTS, HEDGE FUNDS, LIMITED PARTNERSHIPS

- Private Placement Memorandum, Subscription Agreement, and/or Application form provided by fund manager

### REAL ESTATE

*When purchasing real estate, be sure that all parties understand that the buyer is "Madison Trust Company, Custodian FBO [Accountholder's name] [MTC Account #]"*

#### **Earnest money/For deposit only**

- Contract or Preliminary Settlement Statement in the name of "Madison Trust Company, Custodian FBO [Accountholder's name] [MTC Account #]"

#### **Purchase/Closing**

- Contract
- Estimated closing statement
- Title report
- Escrow package (if applicable)
- Loan package (if applicable)
- Title insurance policy
- Proposed deed with "When Recorded Return To" address listed as: Madison Trust Company, 21 Robert Pitt Drive, Suite 201, Monsey, NY 10952

#### **Post Closing**

- Send us the recorded Deed

**PROMISSORY NOTE (UNSECURED)**

- Original notarized note  
Lender must be listed as “Madison Trust Company, Custodian FBO [Accountholder’s name] [MTC Account #]”  
Promissory note must outline the following terms, with signature lines for both the borrower and the lender:
  - Amount of loan
  - Date of issuance
  - Interest rate
  - Re-payment terms
  - Maturity date
  - Interest compounding period (annual, quarterly, monthly, daily, none)

**If borrower is a business entity, also submit:**

- Documents certifying formation of entity
- Evidence that the entity is in good standing

**SECURED PROMISSORY NOTE**

In addition to everything required for an unsecured promissory note (see above), please include the following:

**If the note is Secured by Real Estate**

Then please include an original Deed of Trust

**If the note is Secured by other Collateral**

Then please include a copy of the applicable security agreement

**Post Closing**

Send us the recorded Deed of Trust or applicable security agreement